NIELIT Gorakhpur

Libreoffice [Writer]

Page Formatting:-

Every page in Writer is based on a page style. Pages styles define basic layout, including page size, margins, headers and footers, borders, backgrounds, etc. Changes to these settings automatically change the page style. This means that, in contrast to paragraph styles, these settings cannot be used to directly format individual pages. As with other styles, Writer comes with a number of page styles. User can modify these styles or create new ones. The Default page style is used when no other page style has been specified. In addition to page styles, several features enable you to further control page layouts, including columns, frames, tables, and sections.

Creating headers and footers

A header is an area that appears at the top of a page above the margin. A footer appears at the bottom of the page below the margin. Information such as page number is inserted into the header or footer of a page style. That information is then displayed on every page with the same page style (unless the page style enables separate settings for the first page or for left and right pages).

Inserting a header or footer

User can insert a header in several ways.

Click above the top margin (or below the bottom margin) to make the Header or Footer, marker appear, and then click on the +.

After a header/footer has been created, a down-arrow appears on the marker. Click on this arrow to drop down a menu of choices for working with the header.

Alternatively, user can choose Insert > Header and Footer > Header > Default Style.

Determining header and footer appearance

To format a header (use similar settings for a footer), user can either click on Format Header in the menu or go to Format > Page > Header. Both methods take you to the same tab on the Page Style dialog.

Here use can specify if headings on the left and right pages should be the same or different. User can also specify whether the first page will have no header or a different header than other pages. In the dialog, user can also turn the header on or off, set the margins, and set the spacing between the header and document text.
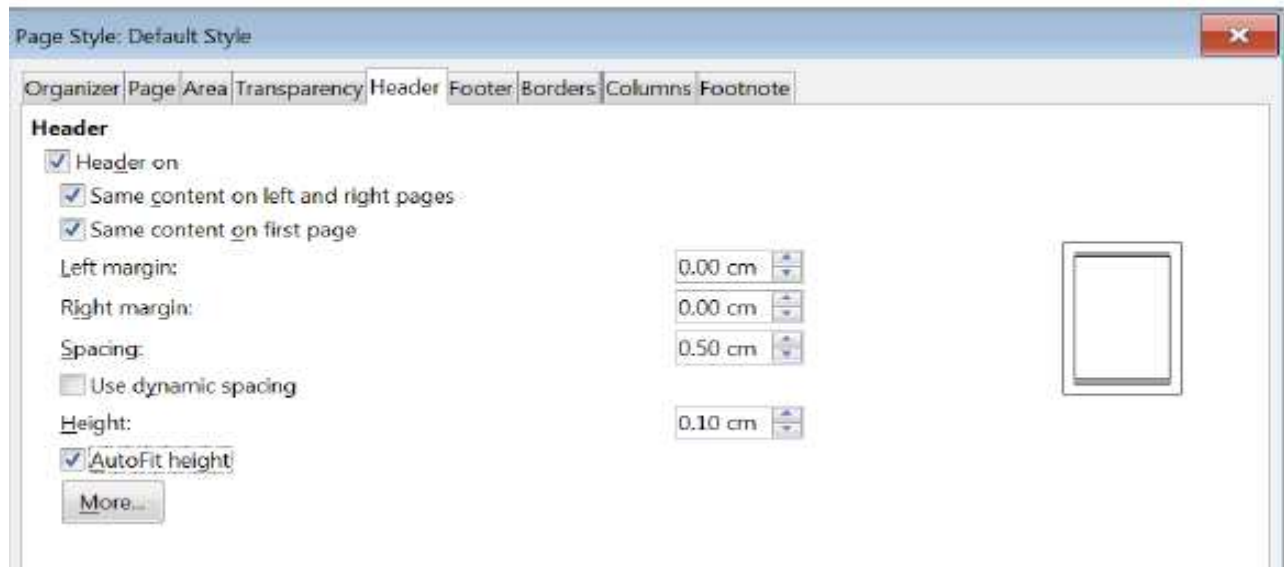
Inserting document title in headers and footers
1) Choose File > Properties > Description and type a title for your document.
2) Add a header with Insert > Header and Footer > Header > Default Style (or appropriate page style).
3) Place the cursor in the header area at the top of the page. If needed, click on the + to be able to click in the header.
4) Choose Insert > Fields > Title. The title should appear on a gray background. The background does not show when printed and can be turned off in Tools > Options > LibreOffice > Application Colors.
5) To change the title for the whole document, go back to File > Properties > Description.

Displaying the page number:-To display page numbers automatically:
1) Insert a header or footer, as described in "Creating headers and footers" above.
2) Place the cursor in the header or footer where you want the page number to appear and choose Insert > Page Number

Assignment:-

1-What is page formatting explain it?

2- What is header and footer & how it is inserted in LibreOffice writer?